



How to Electronically Submit to Ex Parte via the Clerk

Please refer to LCR 40.1 to determine if your matter must be heard in the Ex Parte and Probate Department. Once determined to be an ex parte matter, refer to the [Ex Parte Master List](#) to determine if the matter must be submitted through the Ex Parte via the Clerk process or presented in person. For additional information, please see the Clerk's Ex Parte via the Clerk webpage: <http://www.kingcounty.gov/courts/Clerk/Ex%20Parte>.

All supporting document(s) necessary for the court to decide the issue must be provided. The court will not research the court file. The only document(s) presented by the Clerk to Ex Parte that will become part of the court file is the order(s) signed by the commissioner. Any other documents must be filed / e-filed separately.

The eEx Parte via the Clerk fee must be paid using the King County eCommerce application via a credit card or internet check. An eCommerce transaction fee of \$2.49 for credit cards or \$1.49 for internet checks will be included.

There are 3 ways to access the eEx Parte via the Clerk component of the eFiling Application:

(1) Access from Confirmation Receipt

- You may access eEx Parte via the Clerk after e-filing a document(s) into an existing case by selecting the "Submit to Ex Parte" button on your e-filing confirmation receipt.

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King County
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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Karen Muffett Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

Save or print this confirmation receipt for your file.

help

Please do not use your browser's 'Back' button.

start over

STATUS

Case Number: 11-2-00258-6
Case Title: John Smith vs Mary Doe
Document Description: MOTION TO COMPEL
File Name: sallydore.Motion.pdf
Document Description: NOTICE OF HEARING
File Name: janedole.notice.pdf

E-File Documents into an Existing Case

Progress: 100%

Thank you. Your document(s) has been received by the Clerk.

Click here to submit your Working Copies electronically

Click here to submit documents to Ex Parte via the Clerk

Confirmation Receipt

Case Number:	11-2-00258-6	Case Designation:	SEA
Case Title:	John Smith vs Mary Doe		
Filed By:	Karen Muffett	Submitted Date/Time:	7/5/2011 4:07:34 PM
		Received Date/Time:	7/5/2011 4:07:34 PM
User ID:	missmuffett	WSBA #:	

Document Type	File Name	Attachment(s)	Cost
MOTION TO COMPEL	sallydore.Motion.pdf		0.00
NOTICE OF HEARING	janedole.notice.pdf		0.00

Save Confirmation Receipt Printer Friendly Version

-OR-



How to Electronically Submit to Ex Parte via the Clerk

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
WCopies EXP	11-2-00258-6 John Smith vs Mary Doe	06/08/2011 06:39:42 PM	06/09/2011 09:00:00 AM	Pending	COMPLAINT	Summons and Complaint.pdf
WCopies EXP	11-2-00258-6 John Smith vs Mary Doe	06/08/2011 06:39:42 PM	06/09/2011 09:00:00 AM	Pending	INVOICE VOUCHER	Declaration of Smith.pdf
WCopies EXP	11-2-00258-6 John Smith vs Mary Doe	06/08/2011 06:39:42 PM	06/09/2011 09:00:00 AM	Pending	ORDER SETTING CASE SCHEDULE	schedule.pdf
WCopies EXP	11-2-00258-6 John Smith vs Mary Doe	06/08/2011 06:39:42 PM	06/09/2011 09:00:00 AM	Pending	CASE INFORMATION COVER SHEET	cics.pdf

(2) Access from My Cases>E-File Status Tab

- You may access eEx Parte via the Clerk from the “My Cases>E-File Status” tab (within 30 days) by clicking the “EXP” link.
- This option is available for only one submission. If you need to prepare another submission, access the “eEx Parte via the Clerk” link on the home page.

E-Filing

- E-File Documents into an Existing Case
- Start New Case(s)
- Ex Parte via the Clerk
- Working Copies

E-Service

- Opt-In to E-Service
- View My E-Service
- Manage My E-Service

-OR-

(3) Access from eFiling Home Page

(step 1)

- If you do not need to file a document(s) into the case you may access eEx Parte via the Clerk directly from the eFiling Home Page (e.g, stipulated orders or qualified domestic orders).

(step 2)

- Enter case number for your submission.
- Click ‘Next’.

Ex Parte via the Clerk

Enter Case Number

Please verify the case number before continuing

Case Number:

xx-x-xxxx-x or xxxxxxxxx

☐ Check this box if your case number is NOT 9 digits

Cancel Next



How to Electronically Submit to Ex Parte via the Clerk

Submission Information

- Complete contact information – this is the person the clerk will contact by phone if there are any questions about your submission.
- Select your desired presentation location.
- Choose level of service:
 - “Regular”: Four times per court day, submissions are presented to the Ex Parte Department.
 - “Expedited”: Within 15 minutes of receipt by the Clerk’s Office, your documents will be presented to the Ex Parte department for consideration.
- Choose your return delivery method:
 - “Messenger”: You will be prompted to upload a messenger slip;
 - “Notify for Pickup”: You will be called at the contact number provided; or
 - “Mail”: For no additional charge, your document(s) will be mailed to you.

Proposed Orders

- Remember to include the case number and designation on your proposed order(s) before uploading. (If it is an e-filed new case, you will find the case number on your confirmation receipt).
- Select the “Browse” button to upload your proposed order(s) in PDF format.
- You may upload up to five (5) proposed orders in one case in a single submission.

How to Electronically Submit to Ex Parte via the Clerk

Ex Parte via the Clerk accessed via (1) Confirmation Receipt or (2) My Cases>E-File Status Tab:

E-Filed Documents

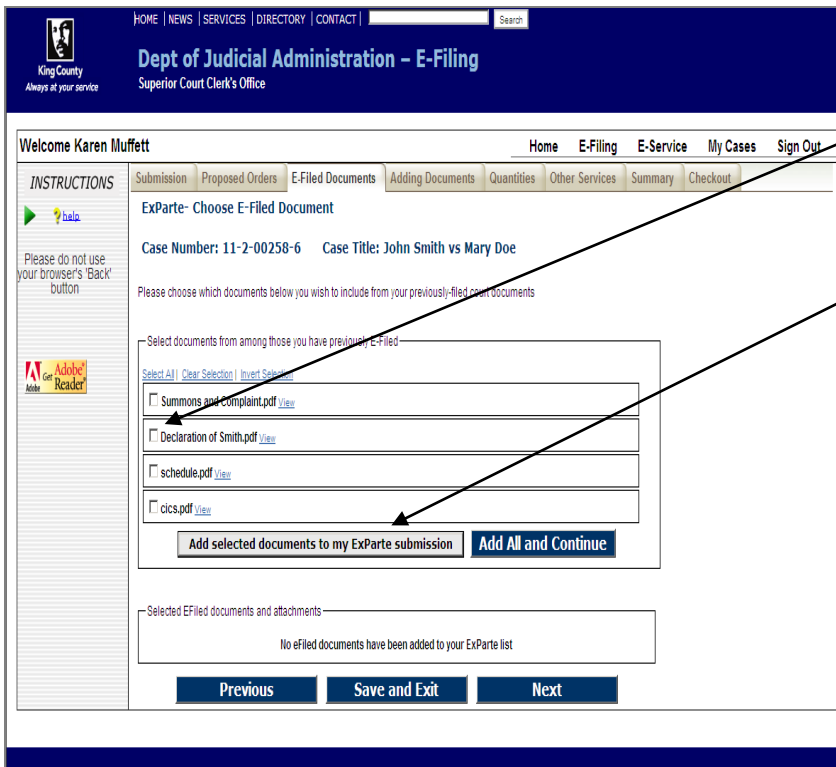
1.) Use the checkbox(es) to select the e-filed document(s) you would like included in your submission.

Click the “Add Selected Documents to my ExParte submission” button and the selected documents will move to the table at the bottom of the page.

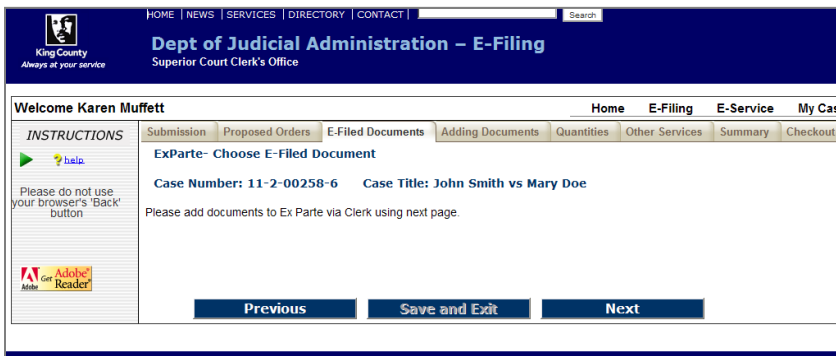
Click “Next”.

Or

2.) If you wish to select all your e-filed documents, click the “Add All and Continue” button, which will select all your e-filed documents and proceed to the next screen in one “click”.



Ex Parte via the Clerk accessed via the eFiling Home Page link:



Click “Next” to continue.



How to Electronically Submit to Ex Parte via the Clerk

Adding Documents

- Select the “Browse” button to add additional documents you would like the commissioner to consider. These can be documents already contained within the court file, minute orders, case law, etc.
 - Be sure to select the “Add Document” button
- If you have no additional documents to include, click “Next”
- If you do not wish to order additional services (one conformed copy of the order(s) is included), select “Pay and Submit Now” to “Add Another Ex Parte Case” or to continue on to eCommerce.

Document Quantities

- Remember that you will automatically receive one (1) conformed copy of your order(s) as part of the Clerk’s service.
- You can request regular, certified or exemplified copies of your order(s)
- Please indicate the quantity desired in the appropriate box(es)

Filename	Pages	Regular	Certified	Exemplified
SmithDismissalOrder.pdf	2	0	1	0

Other Services

- You can request writs, subpoenas or citations by indicating the quantity desired in the appropriate box and then uploading your writ, subpoena or citation to be issued.
- If you are requesting letters or Form Ks indicate the quantity desired.

How to Electronically Submit to Ex Parte via the Clerk

Welcome Karen Muffett

Home E-Filing E-Service My Case

INSTRUCTIONS

Please do not use your browser's 'Back' button

Adobe Reader

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

Summary of ExParte Documents and Printing Options

Case Information

UNOFFICIAL - NOT YET COMPLETE

Case Title: John Smith vs Mary Doe
Case Number: 11-2-00258-6
Case Caption: John Smith vs Mary Doe
Case Description: Breach of Contract
Lawfirm or User Name: Sally Jones LLC
Contact Person: Karen Muffett
Address: 516 3rd Ave Seattle WA 98104
Phone: 206-295-9300
ExParte Presentation/Pick-up Location: SEA

ExParte Services and Document(s) Requested

Messenger slip.pdf 1 Page(s) Document E-Filed: No

SmithDismissalOrder.pdf 2 Page(s) Document E-Filed: No

Printing choices for this document:

Regular	Exemplified	Certified	Writs	Subpoenas	Citations
0	0	1	0	0	0

SmithDeclarationReDismissal.pdf 2 Page(s) Document E-Filed: No

SmithDismissalNoticeofService.pdf 2 Page(s) Document E-Filed: No

Additional Service Choices

Regular Service Fees: \$30.00

Total Costs

Cost For Services Requested: \$6.00
Total Cost: \$36.00
(In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards or \$1.49 for internet checks)

Previous Save and Exit Add to Cart

Submission Summary

- This summarizes your Ex Parte submission, including Ex Parte services, documents requested and total cost.
- Review the summary before continuing.
- If you discover you have made a mistake and wish to include additional documents, order additional services, etc., you may use the "Previous" button to make your changes.
- Once you have verified your Ex Parte submission, select "Add to Cart".

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INSTRUCTIONS

Please do not use your browser's 'Back' button

STATUS

Case Number
11-2-00258-6
Case Title
John Smith vs Mary Doe

Adobe Reader

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte - Checkout

ExParte Checkout

Case Number	Case Title	Case Cost	Delete
11-2-00258-6	John Smith vs Mary Doe	36.00	Remove

Total Filing Cost: \$36.00

(In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards or \$1.49 for internet checks)

☐ Payment Voucher

Add Another ExParte Case

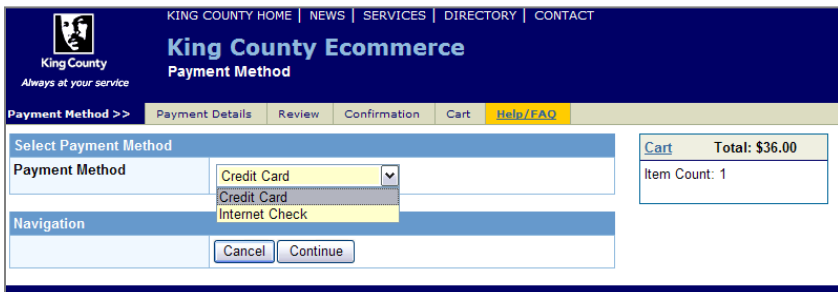
Previous Save and Exit

Purchase this ExParte Request Now

Checkout

- Select "Purchase this Ex Parte Request Now" to be redirected to the King County eCommerce site to pay for your Ex Parte submission(s).
- If you have an additional Ex Parte submission(s) you may select "Add Another Ex Parte Case".
- Authorized Government Agencies can pay by voucher.


How to Electronically Submit to Ex Parte via the Clerk



The screenshot shows the 'King County Ecommerce' website with the 'Payment Method' tab selected. The 'Select Payment Method' section has a dropdown menu with 'Credit Card' selected. Below it, the 'Navigation' section has 'Cancel' and 'Continue' buttons. On the right, a 'Cart' summary shows 'Total: \$36.00' and 'Item Count: 1'.

King County eCommerce

- Payment can be made by Internet Check or Credit Card (AMEX, VISA, MasterCard and Discover).



The screenshot shows the 'King County Ecommerce' website with the 'Credit Card Payment' tab selected. The form is divided into three main sections: 'Personal Information', 'Address Information', and 'Payment Account Information'. The 'Personal Information' section includes fields for 'Payment Account Type' (Business), 'Contact First Name' (Karen), 'Contact Last Name' (Muffett), 'Business Name' (Sally Jones Law), 'Day time phone' (206-296-9300), 'Email' (kmuffett@joneslaw.com), and 'Confirm Email' (kmuffett@joneslaw.com). The 'Address Information' section includes fields for 'Address' (516 3rd Ave), 'Address 2', 'City' (Seattle), 'State/Province' (WASHINGTON), and 'Zip Code' (98155). The 'Payment Account Information' section includes 'Accepted Cards' (MasterCard, VISA, AMEX, Discover), 'Credit Card Number', 'Verification Code' (with a 'Help with this field' link), 'Expiration Month' (01), and 'Expiration Year' (2011). At the bottom, the 'Navigation' section has 'Cancel' and 'Continue' buttons. On the right, a 'Cart' summary shows 'Total: \$38.49', 'Item Count: 1', and 'Convenience Fee: \$2.49'.

King County eCommerce

- After entering your payment information click "Continue".
- A payment confirmation receipt will be sent to the e-mail address you entered.



How to Electronically Submit to Ex Parte via the Clerk

Welcome Karen Muffett

Home E-Filing E-Service My Cases

INSTRUCTIONS

Please do not use your browser's 'Back' button

Adobe Reader

Official Confirmation of ExParte Documents and Printing Options

Case Information

Case Number: 11-2-00258-6
Case Title: John Smith vs Mary Doe
Case Description: Breach of Contract
Lawfirm or User Name: Sally Jones LLC
Contact Person: Karen Muffett
Address: 516 3rd Ave
Seattle WA 98104
206-296-9300
Phone:
Presentation/Pick-up Location: SEA
Return Type: Messenger
Payment Type: Credit Card or Internet Check
Online Payment Reference: 4005029892
Date Paid: 7/14/2011 3:44:53 PM
Paid Amount: \$36.00

ExParte Services and Document(s) Requested

Messenger slip.pdf 1 Page(s) Document E-Filed: No

SmithDismissalOrder.pdf 2 Page(s) Document E-Filed: No
Printing choices for this document:
Regular/Exemplified/Certified/Writs/Subpoenas/Citations
0/0/1/0/0/0

SmithDeclarationReDismissal.pdf 2 Page(s) Document E-Filed: No

SmithDismissalNoticeofService.pdf 2 Page(s) Document E-Filed: No

Costs Information

Regular Service Fees: \$30.00
Cost For Services Requested: \$6.00
Total Costs: \$36.00

Grand Total: \$38.49 (plus eCommerce fee: \$2.49)

Return to Home Print Receipt

Ex Parte Confirmation Page

- This is your confirmation page and final receipt of your Ex Parte submission(s) that includes case information, a list of documents submitted, additional services requested, total amount paid and the online payment reference number.
- Please print a copy of your receipt for your records.
- You may access the confirmation receipt (for only 30 days) via the "My Cases>Ex Parte Status" tab.

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Welcome Karen Muffett

Home E-Filing E-Service My Cases Sign Out

My Cases - Ex Parte Status

E-File Progress E-File Status Ex Parte Status WCopies Status

Document(s) pending or submitted to the Clerk. Select Status column link for additional information

Case Number	Submitted Date/Time	Created Date/Time	Status	File Name
11-2-00258-6 John Smith vs Mary Doe	07/14/2011 03:44:53 PM	07/14/2011 01:44:16 PM	Submitted	Messenger slip.pdf
11-2-00258-6 John Smith vs Mary Doe	07/14/2011 03:44:53 PM	07/14/2011 01:44:16 PM	Submitted	SmithDismissalOrder.pdf
11-2-00258-6 John Smith vs Mary Doe	07/14/2011 03:44:53 PM	07/14/2011 01:44:16 PM	Submitted	SmithDeclarationReDismissal.pdf
11-2-00258-6 John Smith vs Mary Doe	07/14/2011 03:44:53 PM	07/14/2011 01:44:16 PM	Submitted	SmithDismissalNoticeofService.pdf
11-2-00258-6 John Smith vs Mary Doe		07/14/2011 01:43:06 PM	Not Submitted	

My Cases>Ex Parte Status tab

- Status Column:
 - "Submitted" (completed & sent to the Clerk): Click to access your "Confirmation Receipt". Available for 30 days.
 - "Not Submitted" (in-progress): Return to where you left off in the Ex Parte via the Clerk submission process. Available for 5 days.